

2003 Annual Meeting of the State Bar of California

PROGRAM PLANNING FORM

Complete and return this form before **July 30, 2003** to: Mitch Wood, Office of Sections and Meeting Services, State Bar of California, 180 Howard Street, San Francisco, CA 94105

FAX to: 415-538-2368

SECTION A: PROGRAM DATA

Sponsoring Group: _____

Program Number: _____ **Date/Time:** _____

Program Title: _____

Speaker Name: _____

☐ I will submit Written Materials for this program.

☐ _____ will submit Written Materials for this program.

☐ Please do not Audio Tape my program

SECTION B: AUDIO-VISUAL EQUIPMENT NEEDS

Two table microphones, a standing lectern with microphone and one mixer will automatically be provided in each room. Please check one of the following statements:

☐ I do not need additional audio/visual equipment.

☐ I need the following additional equipment:

Video/Data Playback/Projection Equipment:

Other:

☐ Carousel Slide Projector (35mm)

☐ Flip Chart with Markers

☐ Projector Wireless Remote Control

☐ Whiteboard with Markers

☐ SVGA LCD Projector

☐ Specify: _____

☐ Overhead Projector

☐ ½" VHS VCR Player

☐ Video Projector

☐ 27" Video Monitor & Cart

Audio Equipment

☐ Extra Table Microphone

☐ Wireless Lavalier Microphone

☐ Wireless Hand/Held Microphone

